

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review					Auto Service Center Manager					NF					1101					04					SN 12-31-01									
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature										Date																								
Signature										Date																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										OPM Intro to Position Classification Standards TS-134 Jul 95 TS-107 Aug 91 GS-1101 General Business and Industry																								
Signature										Date																								
Signature										Date																								
23. Position Review										24. Remarks																								
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
25. Description of Major Duties and Responsibilities (See Attached)																																		

**NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE:** Automotive Service Center Manager  
**POSITION NUMBER** 01-0146 **JOB SERIES:** 1101 **PAY LEVEL:** NF-4 **Summary of Duties:**

Responsible for the management and administration of automotive service center operations which includes complete automotive repair services (tune-up, brake, transmission, electrical and air conditioning repairs), the operation of gas lanes, the resale of automotive parts and accessories, and other convenience sales (beverages, snack foods, truck (U-haul) rentals). Periodically conducts pricing surveys in area and coordinates with other service components to ensure the setting of competitive gas prices. Takes necessary steps to ensure accurate readings of fuel levels of storage tanks and initiates replenishments of gasoline from vendor, determining amount of purchase and monitors vendor charges on fuel deliveries and handles corrective actions. Responsible for acting on patron complaints.

Plans, organizes work schedules and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budget, inventories, cost controls, and related records and reports. Reviews financial status of the assigned activity and recommends changes considered necessary. Trains, schedules work shifts, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire, safety, sanitation, hazardous material handling and other environmental issues. Manages new property resources and provides advice and renovations and improvements. Maintains and enforces security for funds, merchandise, supplies, and equipment to preclude or minimize the potential for fraud, waste and abuse.

Performs other related duties as assigned.

**Minimum Qualifications:**

Four years experience that demonstrates possession of knowledge, skills, and abilities related to effectively manage a full service automotive repair operation or a related business activity. Must have knowledge of automotive repairs to be able to determine quality and productivity of automotive repair services provided. Ability to apply the mechanics of purchasing and common business practices as they relate to pricing, discounts, delivery, etc. Ability to communicate orally and in writing and to negotiate with various levels of business representatives, customers, etc., in resolving issues. Must possess knowledge of proper hazardous waste handling.